

STUDENT FILM PERMIT PACKET

CHICAGO FILM OFFICE

Chicago Cultural Center
78. E Washington, Room 100
Chicago, IL 60602

Phone: 312.744.6415
Fax: 312.744.1378
filmoffice@cityofchicago.org

Hello, Student Filmmakers!

The Chicago Film Office is excited to support you and your film projects. Our office can assist you through the permitting process and connect you to different city services that may be necessary for your production.

Please utilize this packet as a tool to decide if you need a permit for your project and as an instruction manual for the permitting process. The Chicago Film Office website is also a good secondary resource for the material found in this packet:
https://www.cityofchicago.org/city/en/depts/dca/provdrs/chicago_film_office.html

Our website also contains information on film events around the City of Chicago, as does our:
Facebook: @chicagofilmoffice
Twitter: @chifilmoffice

Please consult the packet and website for information prior to contacting us directly. However if you are still unsure about the nature of your request or the permitting process, we are here to assist you. Contact us at 312-744-6415 or at filmoffice@cityofchicago.org. If you would like to meet in person, please schedule a meeting in advance.

Do I Need A City Permit?

Before you fill out any applications, first check to see if obtaining a permit through the city of Chicago is necessary!

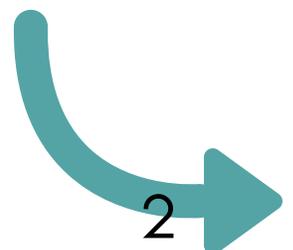
Requires a City Permit:

- If your production will impact the public way (sidewalks, roads, bridges, etc.)
- If your production includes special effects, prop weapons, stunts, or other complex logistics, you will require a permit (which will require additional time to approve than the minimum of 3 business days) and should contact the Chicago Film Office to discuss the plan further regarding requesting a Chicago Police Officer to assist you on your set.

Does Not Require a City Permit:

- Filming low impact productions (e.g. handheld interviews, documentaries) that do not interfere with public traffic- pedestrian or vehicular- typically do not require a permit.
- If you intend to film on private property, you must contact the individual property to receive permission (e.g. Millennium Park, Chicago Transit Authority, Navy Pier), and in some cases will be required to complete that property owner's permit application.

IF YOU DO REQUIRE A CITY PERMIT, READ THE PERMIT GUIDELINES AND COMPLETE THE FOLLOWING FOUR STEP PERMIT PROCESS

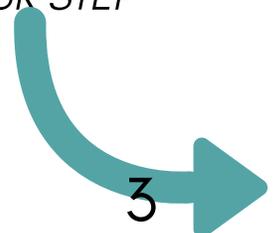


Permit Guidelines

If you do need a permit, here are a few initial guidelines to know:

- Permits are issued by the City of Chicago for filming on streets , sidewalks, alleys, and other public properties.
- Permit processing time is determined by the scope of the request- but **all permits require a minimum of 3 full business days to process. Please plan accordingly.**
- Street closures, stunts, special effects and other high-impact logistics require additional time and review. Speak to a Film Office representative to discuss feasibility.
- Chicago Riverwalk permits require a minimum of 10 days to process. Peak season restrictions apply Contact the Film Office for more details.
- **Chicago Park District, Navy Pier, Millennium Park, and the Chicago Transit Authority** issue their own filming permits. Please contact them directly for permit guidelines:
https://www.chicago.gov/city/en/depts/dca/supp_info/rates_for_filming.html
- **Again, news crews, documentaries, B-roll, and other low impact productions that do not interfere with vehicular or pedestrian traffic typically do not require a permit.**

SEE THE FOLLOWING PAGE FOR INSTRUCTIONS OF THE FOUR STEP PERMITTING PROCESS



1

Online Permit Application & Payment

create an account/apply for a permit/pay

To begin to apply for a permit, go to webpage <https://ipi.cityofchicago.org/profile>. If you already have an account, sign in. If not, click "create new account" and then proceed to sign in.

City of Chicago The City of Chicago's Official Site Inspections, Permitting & Licensing

Manage Your Permits, Licenses, Registrations, and Dig Tickets

Welcome to the City of Chicago's Permit, License, Registration, and Digger Portal. You can use this site to assist with the following processes for each of these departments:

- CDOT - Manage Permits, Digger, and Additional Services
- CDPH - Manage Permit Applications, Notices, and Periodic Renewals

Permits
🏠 [Permits Homepage](#)

Digger
🏠 [Digger Homepage](#)

Search

- 🔍 [Existing Permit](#)
- 🔍 [Licensed Contractor](#)
- 🔍 [Vacant Building](#)
- 🔍 [Existing Dig Ticket](#)

How To

- 📄 [Create an Account](#)
- 📄 [Pay Outstanding Fees](#)
- 📄 [Apply for a Permit](#)
- 📄 [Apply for a Public Way Work License](#)

Open Data

Over 200 datasets presented in easy-to-use formats: [City of Chicago Open Data Portal](#).

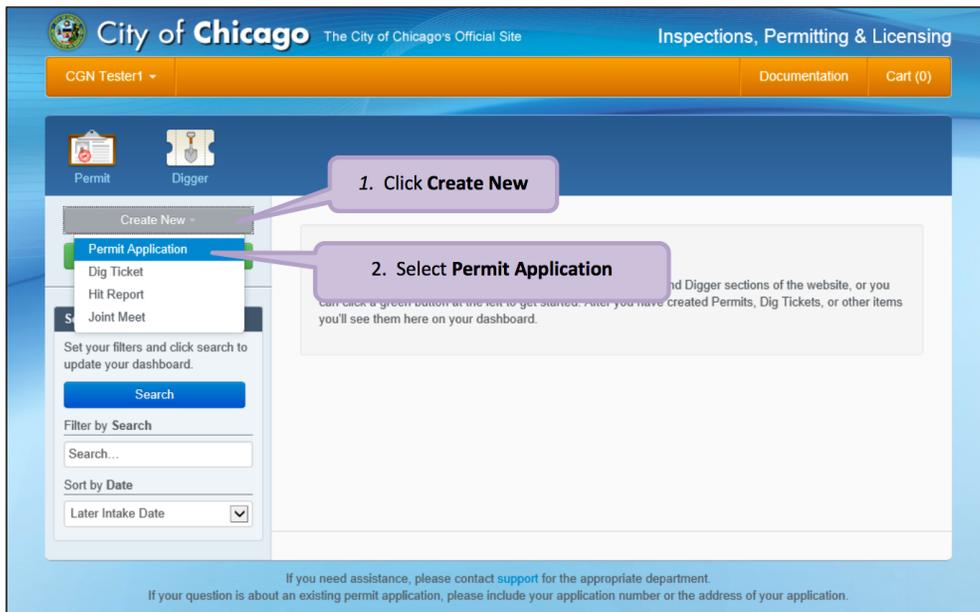
Sign In

MyName| x
.....
[Sign In](#)
[Forgot Password?](#)
[Create New Account](#)

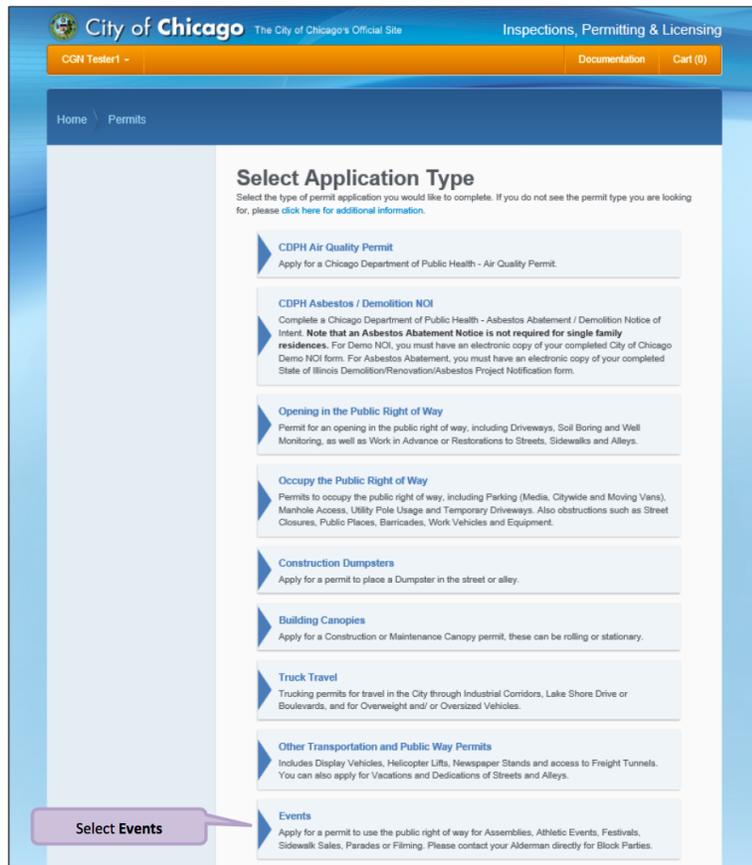
To manage your account, **Sign In**

If you need assistance, please contact [support](#) for the appropriate department.
If your question is about an existing permit application, please include your application number or the address of your application.

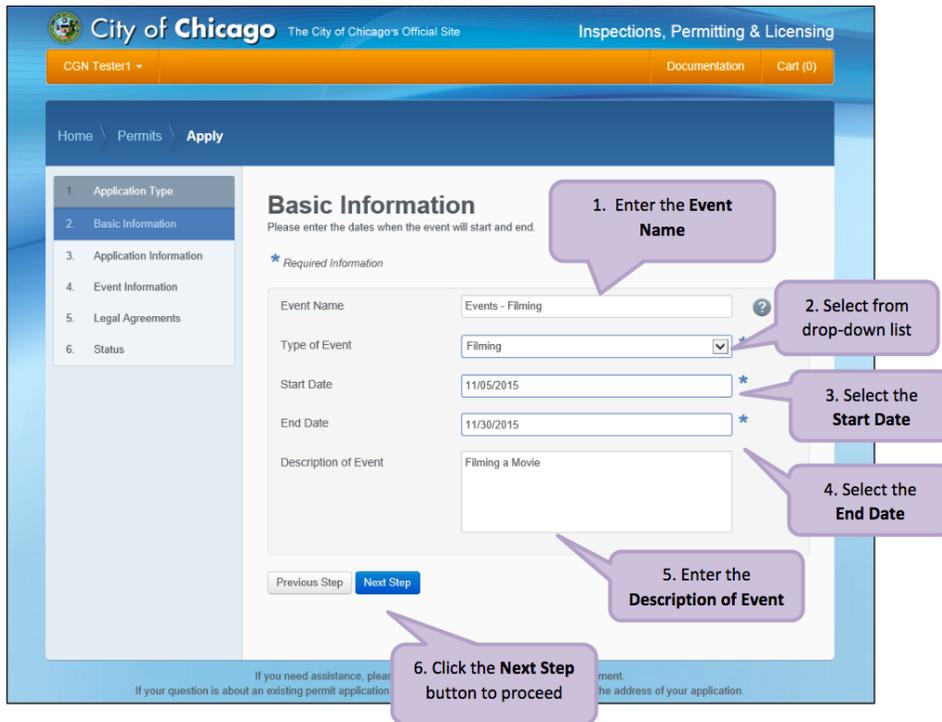
Once signed into the site, create a new permit by clicking the "create new" drop-down menu and selecting "permit application."



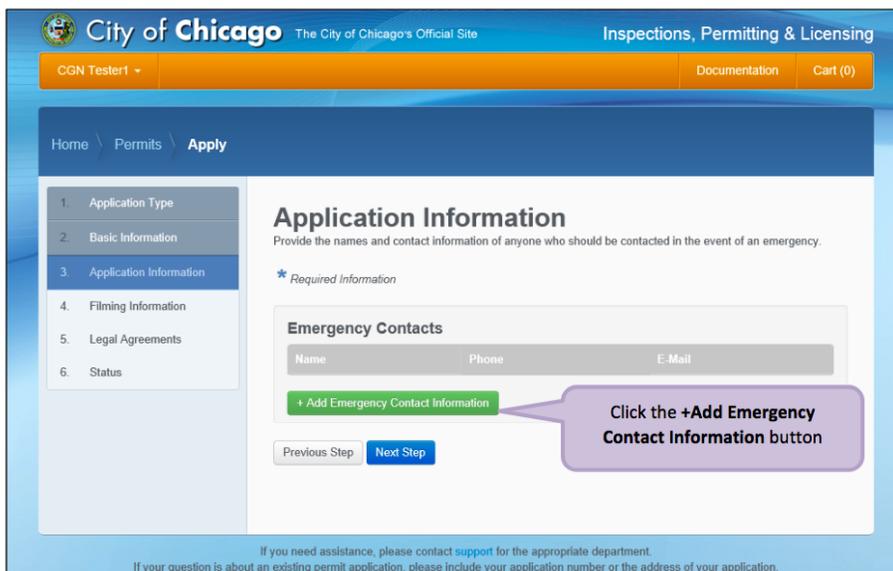
On the "Select Application Page," click "Events."



Enter in the event name (optional) and then under "Type of Event" select "Filming" from the drop-down menu. Type in the start and end date. Next, add a description (optional) and click next.



Click the "+Add Emergency Contact" button. This is usually a secondary contact for your production. DO NOT FILL OUT YOUR PERSONAL EMERGENCY CONTACT.



Fill out the information with the emergency contact for the production (most likely yourself). DO NOT FILL OUT YOUR PERSONAL EMERGENCY CONTACT. Click "Add Emergency Contact Information" and then "Next Step" to proceed.

Add Emergency Contact Information

Name: John Doe *

Phone: (773)123-4567 *

E-Mail: john.doe@email.com x

Buttons: Cancel, Add Emergency Contact Information

Callout: Click the +Add Emergency Contact Information button

At this point your permit application will be saved to the dashboard, and a permit application number will be assigned. Next, check any field where equipment will be located (optional), enter in whether or not there will be any interruption to vehicular traffic, and click "+ Add Location Information."

City of Chicago The City of Chicago's Official Site Inspections, Permitting & Licensing

CGN Tester1 + Documentation Cart (0)

Home Permits **Apply**

1. Application Type
2. Basic Information
3. Application Information
4. **Filming Information**
5. Legal Agreements
6. Status

Filming Information
Application Number: DOT547596
Enter the location where filming will occur.

* Required Information

Your permit application has been saved to your dashboard.

Filming Information
Equipment will be located:

Alley	<input checked="" type="checkbox"/>
Curb Lane	<input checked="" type="checkbox"/>
Parkway	<input type="checkbox"/>
Sidewalk	<input checked="" type="checkbox"/>
Traffic Lane	<input type="checkbox"/>

Will any interruption of vehicular traffic be necessary: Yes| *

Location Information

Location	Street Closure	Additional Information
----------	----------------	------------------------

+ Add Location Information

Buttons: Previous Step, Next Step

Callouts:
- The Application Number has been created
- 1. Check appropriate Locations
- 2. Enter interruption of vehicular traffic
- 3. Click + Add Location Information

Enter the following into the "Add Location Information" box.

- Enter in the STREET NUMBER in the FROM field (required)
- Enter in the STREET NUMBER in the TO field (required)
- Select the direction from the drop down (required)
- Enter/select the street name (required)
- Select the suffix from the drop down (optional)
- Select the type of street closure (required)
- Enter additional information (optional)

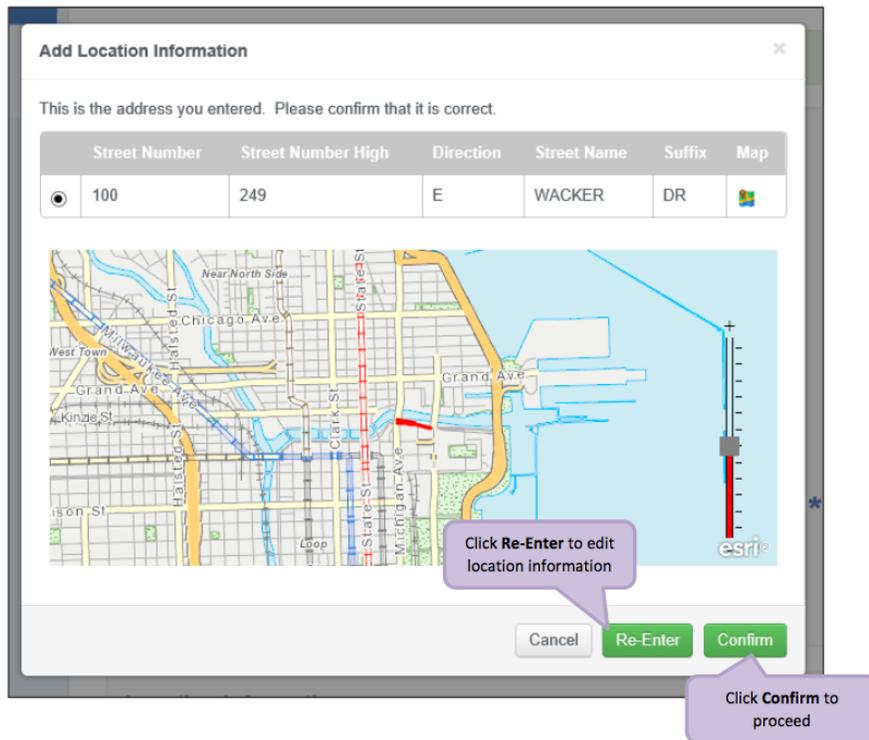
Then click "Add Location Information" to proceed

The screenshot shows a web form titled "Add Location Information" with a close button (X) in the top right corner. The form contains the following fields:

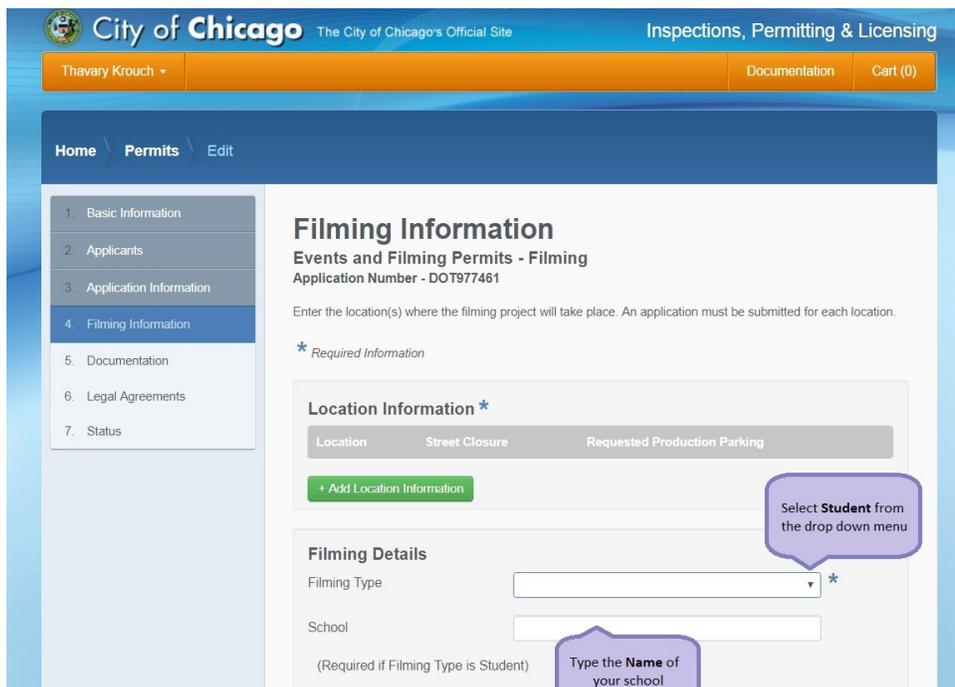
- From:** Text input field containing "100" with a blue asterisk (*) to its right.
- To:** Text input field containing "249" with a blue asterisk (*) to its right.
- Direction:** Dropdown menu with "E" selected and a blue asterisk (*) to its right.
- Street Name:** Text input field containing "WACKER" with a blue asterisk (*) to its right.
- Suffix:** Dropdown menu with "DRIVE" selected.
- Street Closure:** Dropdown menu with "Full Street Closure" selected and a blue asterisk (*) to its right.
- Additional Information:** Empty text input field.

At the bottom of the form, there are two buttons: a grey "Cancel" button and a green "Add Location Information" button. A purple callout bubble with a white border points to the green button, containing the text "Click Add Location Information to".

Review information and click "Re-Enter" to edit if necessary. Once finished reviewing, click "Confirm."



Select "Student" from the drop down menu and type the name of your school.



Click "Next Step" and then attach the:

- City Service Form (see step 2)
- Certificate of Insurance (step 3)
- Notification Leaflet (step 4)

Note that all of these forms must also be emailed to filloffice@cityofchicago.org in order for the permit to be approved.

The screenshot shows the City of Chicago's official website for Inspections, Permitting & Licensing. The user is logged in as Thavary Krouch. The current page is the 'Documentation' step for an 'Events and Filming Permit - Filming' application with number DOT977461. The left sidebar shows a progress bar with seven steps: 1. Basic Information, 2. Applicants, 3. Application Information, 4. Filming Information, 5. Documentation (highlighted), 6. Legal Agreements, and 7. Status. The main content area instructs the user to attach the City Services Request form, Certificate of Insurance, and Notification Leaflet. It lists the required documents: City Services Request FORM, Certificate of Insurance SAMPLE, and Notification Leaflet TEMPLATE. It also states that these documents must be emailed to filloffice@cityofchicago.org along with a brief description of the project. Below this, there is a table for adding documents with columns for 'Document' and 'Categories', a '+ Add Document' button, and 'Previous Step' and 'Next Step' navigation buttons. A footer note provides contact information for support.

City of Chicago The City of Chicago's Official Site
Inspections, Permitting & Licensing

Thavary Krouch ▾ Documentation Cart (0)

Home > Permits > Edit

1. Basic Information
2. Applicants
3. Application Information
4. Filming Information
5. Documentation
6. Legal Agreements
7. Status

Documentation

Events and Filming Permits - Filming

Application Number - DOT977461

Please attach the City Services Request form, Certificate of Insurance and Notification Leaflet here.

- City Services Request FORM
- Certificate of Insurance SAMPLE
- Notification Leaflet TEMPLATE

Please also email these documents along with a brief description of your project to filloffice@cityofchicago.org. Both steps(online application and emailing documents) must be completed in order to be approved.

Document	Categories
+ Add Document	

[Previous Step](#) [Next Step](#)

If you need assistance, please contact [support](#) for the appropriate department.
If your question is about an existing permit application, please include your application number or the address of your application.

Read the certification legal agreement, check the "I Agree" checkbox, and click submit.

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CGN Testert Documentation Cart (0)

Home \ Permits \ **Apply**

1. Application Type
2. Basic Information
3. Application Information
4. Filing Information
5. **Legal Agreements**
6. Status

Legal Agreements

Application Number: DOT547596
In order to finish your application, you must agree to the terms and conditions below.

* Required Information

Certification

By accepting this agreement you are certifying that:

1. You have personally examined and are familiar with all the information submitted in response to the questions contained in this notice, and any attachments, and that you believe that all information submitted is true, correct, and complete, and
2. You understand and agree that clicking "I accept" will be deemed the equivalent of a signature in electronic form.

1. Click the **I Agree** checkbox to accept the agreement

* I Agree

Previous Step **Submit** 2. Click the **Submit** button to proceed.

If you need assistance, please contact support for the appropriate department.
If your question is about an existing permit application, please include your application number or the address of your application.

Congratulations, your permit is being processed and has been sent to CDOT for review! Please log out of your account when finished.

City of Chicago The City of Chicago's Official Site Inspections, Permitting & Licensing
CGN Testert Documentation Cart (0)

Home \ Permits \ **View**

1. Basic Information
2. Application Information
3. Filing Information
4. Legal Agreements
5. **Status**

Permit Application Status

Application Number: DOT547596

Application Information:
• Your application is currently under review by CDOT. Please check back later to see if the review is complete.

Cancel Permit

Application Number	DOT547596	
Type	Events	
Current Status	Application Checks	

Reviews

Review	Date Completed	Status	Notes
Special Events Review		Pending	

Important Dates

Creation Date	11/5/2015	
Submission Date		
Start Date	11/5/2015	
End Date	11/30/2015	

2

City Services Form

no parking signs/ tow trucks/ barricades/
Police and Fire personnel/ special effects



Please complete the city services request form to apply for posting of "No Parking" signs, tow trucks, barricades, Police Personnel, Fire Personnel, and notice of special effects or gunfire.

The city service request form can be found printed and attached at the end of step 2 or is available on the website at:

<https://www.cityofchicago.org/content/dam/city/depts/dca/Film%20Office/CityServicesForm2016.pdf>

Once complete, email the completed form (along with the certificate of insurance, community notification leaflet, and a brief description of your project) to filmoffice@cityofchicago.org so that we can coordinate the following process.

See the next page for the costs of different city services.

City Service Rates (Pt. 1)

Chicago Police Department

Police supervision is necessary for any traffic control on city streets and/or use of special effects/firearms. Productions must provide appropriate timecards and paperwork for compensation when hiring personnel. An invoice for requested squads will be emailed.

The Police Department requires at least 48 hours prior notice for all requests (not including weekends and holidays). For filming on Monday, notice is required by noon the Friday prior. No exceptions will be made and late requests will be denied.

It is the responsibility of the production to speak directly with each assigned officer if there is a cancellation or schedule change. If the production cancels the assigned Police detail for ANY reason, less than 24 hours prior to the start of the detail, they are responsible for payment of each assigned officer (minimum 6 hours).

The Production is responsible for providing timecards and invoices for payment to be issued directly to the officers. CPD will only provide invoices for requested squad cars which will be emailed following the completion of your work.

Police Personnel

Sergeants - \$45 per hour

Officers - \$40 per hour

Guaranteed 6 hours-- time & 1/2 after 8 hours

Equipment

Squad Car

- \$150 per day

- traffic control only, may not be used for picture

City Service Rates (Pt. 2)

Chicago Fire Department

Fire Department supervision is mandatory in the use of special effects, pyrotechnics, wet downs, stunts and any instance involving the concern of public safety. Production must provide appropriate timecards and paperwork for compensation when hiring personnel.

Fire Personnel

Safety Officer- \$45 per hr.

Engineer - \$42 per hr.

Fireman - \$40 per hr.

Guaranteed 6 hours--time & 1/2 after 8 hours

Department of Streets & Sanitation

The Chicago Film office will assist with scheduling Streets and Sanitation services.

Posting of "No Parking" Signs

- No additional charge - included in \$25 permitting fee

Tow Trucks for relocation

- Contact Film Office for assistance. DO NOT CALL ON YOUR OWN.

- \$50 per hour

Barricades

Blue - \$5 per day per barricade (reimbursement fee for non-returned barricades- \$65 each)

* * * *

CHICAGO FILM OFFICE

CHICAGO CULTURAL CENTER • 78 E. WASHINGTON • ROOM 108 • CHICAGO IL. 60602
312-744-6415 * FILMOFFICE@CITYOFCHICAGO.ORG * FAX: 312-744-1378

CITY SERVICES REQUEST FORM

CDOT PERMIT REFERENCE NUMBER : DOT- _____

1. TYPE: Film ___ TV ___ Commercial ___ Still ___ * Student ___ Music Video ___ Corporate Media ___ Web Series ___

2. FILMING DATES: _____

3. PROJECT TITLE: _____

4. COMPANY NAME: _____ *** SCHOOL:** _____

5. ADDRESS: _____

6. CITY, STATE ZIP: _____

7. CONTACT: _____ **EMAIL:** _____

8. OFFICE PHONE: _____ **CELL:** _____

9. LOCATION NAME & STREET ADDRESS: _____

10. PROJECT DESCRIPTION: _____

11. STREET CLOSURE: No _____ Intermittent _____ Full _____ Date/Time: _____

Area of Closure: _____

12. CITY SERVICES: We will coordinate the scheduling of all required City personnel listed below.

NO PARKING SIGNS: List streets to be used for filming and production vehicle staging (no crew cars). Per permit approval, these areas will be posted as "No Parking" zones. **Be specific: include the exact street address, side of the street, and start/end time.**

Start Date/Time: _____ End Date/Time: _____

CHICAGO POLICE: Amount Requested: SGT _____ Officers _____ Squads _____

Reporting Location: _____ Date/Time: _____

TOW TRUCK: Reporting Location: _____ Date/Time: _____

On-site Location Contact: _____ Cell: _____

SPECIAL EFFECTS/PYROTECHNICS: _____

(may require additional permitting and notification)

OTHER: _____

3

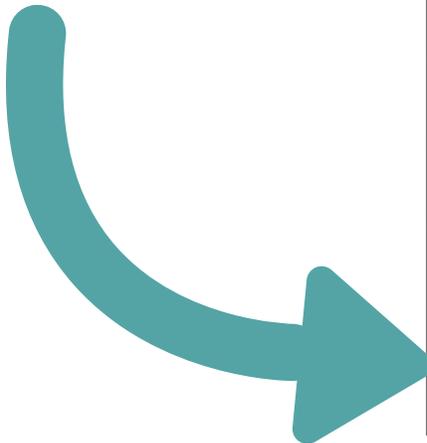
Certificate of Insurance

general liability/ workman's compensation

You will contact your school in order to get a certificate of insurance. The policy should meet the following requirements:

- \$1,000,000 per occurrence; \$500,000 per person
- Workman's compensation (only when hiring police/fire personnel)
- A current certificate must be submitted prior to each production
- IMPORTANT: The City of Chicago must appear as an "additional named insured" and listed as follows:

City of Chicago
121 N LaSalle Street
Chicago, Illinois 60602



CERTIFICATE OF INSURANCE ISSUE DATE (MM/DD/YYYY)

Producer
PRODUCTION COMPANY'S
INSURANCE BROKER

Insured
PRODUCTION COMPANY NAME &
ADDRESS

COMPANIES AFFORDING COVERAGE

COMPANY LETTER	A
COMPANY LETTER	B
COMPANY LETTER	C
COMPANY LETTER	D
COMPANY LETTER	E

COVERAGES

THIS IS TO CERTIFY THAT POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. ADDITIONAL CHARGES, ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH POLICIES.

CO LINE	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY	GL-1000-000-00			GENERAL AGGREGATE \$1,000,000 PRODUCTS-COMP/OP. ACC. \$1,000,000 PERSONAL & GEN. LIABILITY \$1,000,000 EACH OCCURRENCE \$1,000,000 FIRE DAMAGE (ANY ONE FIRE) \$ MED. EXP. (ANY ONE PERSON) \$
	AUTOMOBILE LIABILITY	AL-1000-000-00			COMBINED SINGLE LIMIT \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE \$
	EXCESS LIABILITY				EACH OCCURRENCE \$ AGGREGATE \$
	WORKMAN'S COMPENSATION AND EMPLOYERS' LIABILITY	WC-EL-000-00			EXCLUSIVE LIMITS SICK ACCIDENT DISEASE-POLICY LIMIT DISEASE-SACK EMPLOYEE \$
	OTHER				

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS
City of Chicago named as additional insured as their interests may appear

City of Chicago
121 North LaSalle Street
Chicago, IL 60602

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL, DATES WRITTEN NOTICE TO THE CERTIFICATE POLICIES NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.
AUTHORIZED REPRESENTATIVE

188195-48 (11-15) 1595

Once complete, email the completed certificate (along with the city services form, community notification leaflet, and a brief description of your project) to filmoffice@cityofchicago.org.

4

Community Notification Leaflet

neighboring residents/ businesses

It is **your responsibility** to properly notify and leaflet neighboring residents and/or businesses. **Leaflets should provide pertinent details and must be listed on your school's or your production company's letterhead. You must include a business address and a contact number (see sample leaflet on the following page). Do not distribute the leaflets until your request has been submitted to the Chicago Film Office and approved by the Department of Transportation.**

Things to note:

- Filming notice must be listed as the heading
- Production Company/Project Title
- Dates/Times
- Locations where no parking signs will be posted
- Traffic Restrictions (list any street closures)
- Notification of special effects or weapons on set (if any)
- Production company name, cell phone number, and email address

Notification should be provided with as much notice as possible prior to your shoot with a minimum of 48 hours. Notices should be provided to nearby businesses, residential properties, and cars parked in permitted area. It is the full responsibility of the production to ensure proper notification.

Sample Leaflet

PLEASE INCLUDE COMPANY LOGO/LETTERHEAD

FILMING NOTICE

(SAMPLE TEMPLATE)

Dear Residents & Business Owners:

(Production Company Name) will be filming scenes for the (series/movie/commercial) titled (Project Name) in your neighborhood on:

Monday, January 1

In order to park essential vehicles and equipment, streets in your area will be posted as a **NO PARKING/TOW ZONE** during the following dates/times:

Monday, Jan 1 from 7:00am – 7:00pm
East side of LaSalle Street from Washington to Randolph

(Please include details of street closures, alternative parking, and/or special effects)

If you have any questions, concerns or special needs, **PLEASE CONTACT:**

Location Manager

(Name)
(Office Phone Number)

On-Site Coordinator

(Name)
(Cell Phone Number)

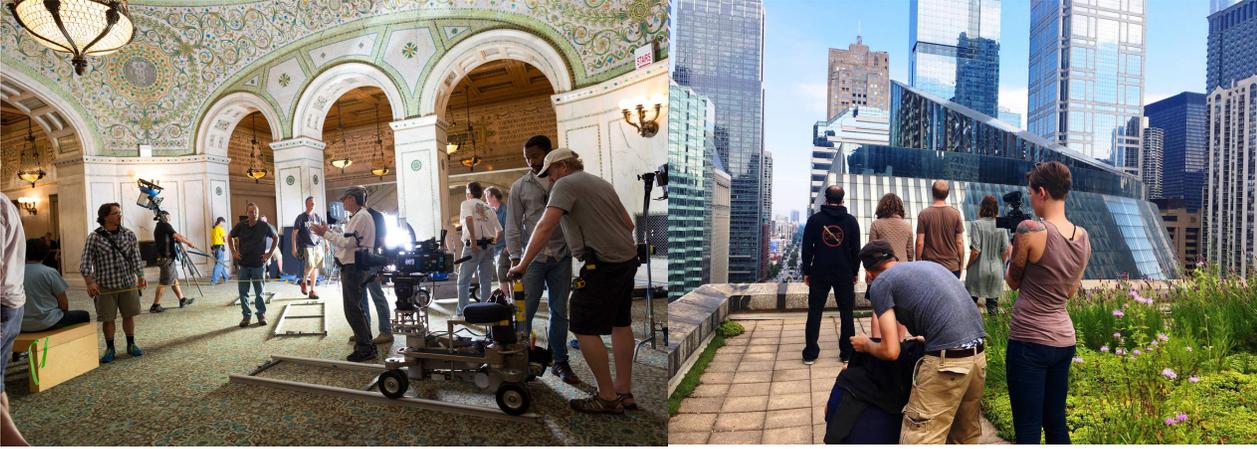
Permits and traffic control, if required, are being coordinated by the Chicago Film Office and the Chicago Police Department. We will NOT block driveways, loading zones, fire hydrants, bus stops or disabled parking zones.

If you have any additional questions regarding this filming, you may also contact the **Chicago Film Office at 312-744-6415.**

We look forward to filming in your neighborhood and thank you for your cooperation.

Once complete, email the community notification leaflet for approval (along with the city services form, certificate of insurance, and a brief description of your project) to filmoffice@cityofchicago.org.

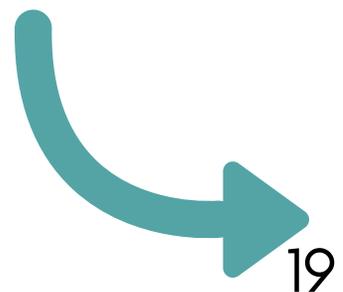
Final Thoughts



Congratulations! Once you have completed these steps, please keep an eye out for us to contact you with further information or clarification. We look forward to hearing more about your projects and wish you the very best of luck!

*Before you go to film on site, we also ask that you read our **code of conduct** with your crew (included in the final pages of this packet). It is your responsibility to ensure a positive experience for Chicagoans. We look to you to be courteous and respectful to all. Please leave your location clean, making sure to pick up all signage and trash. Above all, be professional in your interactions with the public. You are representatives of the future of our Chicago film industry.*

*PLEASE READ THE
CODE OF CONDUCT
WITH YOUR CREW*





CHICAGO CULTURAL CENTER • 78 E. WASHINGTON • ROOM 108 • CHICAGO IL. 60602
312-744-6415 * FILMOFFICE@CITYOFCHICAGO.ORG * FAX: 312-744-1378

CODE OF CONDUCT

Film and television productions are guests in the communities in which they work and shall treat all residents with respect and civility. It is the responsibility of each producer/production company to ensure that cast and crew comply with this code of conduct.

Notification

When filming in a neighborhood or business district, proper notification is to be provided to each resident and/or merchant directly affected by filming activity (to include parking and base camp areas) with as much notice as possible (at least 48 hours in advance).

The leaflet shall include:

- Name of production company and title of project
- Production type (feature film, tv series, commercial, etc.)
- Duration (times and dates, including prep and strike)
- Special conditions (any use of pyrotechnics, smoke, simulated gunfire, etc)
- Production contacts and phone numbers

Production Vehicle Restrictions

1. Production vehicles arriving on location shall not enter the area before the time stipulated on the permit. Production vehicles shall turn off engines as soon as possible. Crew parking is prohibited on set and is not covered by the filming permit. Production shall arrange for off-street crew parking.
2. The relocation of parked vehicles from permitted zones can only be performed by City tow operators per arrangement of the Chicago Police or the Film Office, and only when adequate public notice and "no parking" signage has been posted.
3. Production vehicles shall not block fire hydrants, bus stops or crosswalks. Use of designated loading zones and driveways is prohibited without the permission of the business and/or owner.

Vehicular & Pedestrian Traffic

1. The temporary halting of pedestrian traffic must be requested in a courteous and reasonable fashion. Public access to businesses, offices and residences must be maintained.
2. Intermittent control of vehicular traffic must be performed by Chicago Police.
3. Cables and equipment positioned along sidewalks and over crosswalks must be properly secured. Do not block entrances to businesses and buildings.

Noise

1. Cast and crew shall keep noise levels to a minimum and refrain from the use of lewd or improper language.
2. Loud effects (pyrotechnics, gunfire, etc) must be performed between 9:00am-10:00pm in residential neighborhoods.

Private Property

Production shall not occupy or restrict access to neighboring buildings or residences without prior arrangement and permission.

Trash

All catering, craft service, construction, strike and personal trash must be removed from the location at completion of each day's filming. Remove all production signage and postings.

Vegetation

Removing or trimming of trees and plants is prohibited without authorization.

Etiquette

Crew members shall wear production badges when required and be prepared to provide identification, permits and location agreements when requested. Familiarize yourself with the neighborhood, giving special consideration to schools, hospitals, places of worship, etc.

Recognizing that production can be a demanding enterprise troubled by budget and schedule concerns, we request that you be fair, honest and reasonable when dealing with the community.

Please share this information with your crew and help us to create a positive experience for everyone.

Thank you.

Rich Moskal

Director, Chicago Film Office



City of Chicago
Mayor Rahm Emanuel

CHICAGO DEPARTMENT OF
DCASE
CULTURAL AFFAIRS & SPECIAL EVENTS

Credits

Production & Design:

Thavary Krouch, *Independent Film Coordinator, Chicago Film Office*

Marie Hofer, *Student Intern, External Events, Chicago Film Office*

Special Thanks:

Betsey Grais, *Deputy Director, Chicago Film Office*

John Hundrieser, *Project Coordinator, Chicago Film Office*

Chicago Department of Transportation

Department of Cultural Affairs and Special Events